

Berkeley County Government

JOB OPENING – INTERNAL AND EXTERNAL POSTING

PLANNING AND ZONING DIRECTOR (PS101154)

DEPARTMENT: PLANNING AND ZONING

JOB SUMMARY/ESSENTIAL FUNCTIONS: Direct the County's planning efforts and perform a variety of professional and technical duties related to current land use development and/or zoning compliance and enforcement. Supervise, direct, and evaluate employees assigned to the Planning and Zoning department. Review the processes and issuance of building and zoning permits, proposed plats and rezoning, and variance requests among other land use related issues to ensure compliance with all applicable county, regulations and/or state and/or federal regulations. Enforce and update the County's comprehensive plan, zoning, and subdivision ordinances. Coordinate the scheduling of and ensures that preparations are made for the County's Board of Zoning Appeals and/or Planning Commission meetings/hearings. Make recommendations to the County Supervisor as necessary. Work closely with the County's Geographic Information Systems and Engineering Departments in the development of maps, other documents, and processes. Collect data and other statistics regarding planning and zoning issues. Coordinate projects among natural resource agencies and local governments. Consult with other departments on matters related to Planning and Zoning as needed. Evaluate problems, develop and implement solutions and make independent decisions. Interact with the public to resolve complaints. Assist in preparing various reports for internal and external audits. Ensure accurate records are maintained for all funds collected. Must be able to multi-task and work independently. Maintain strict confidentiality in performing duties and protect operations by keeping financial information confidential. Perform other duties as assigned.

QUALIFICATIONS:

Master's Degree in Planning, Urban Studies or closely related field required.

Five (5) years related planning experience required. Two (2) years supervisory experience required.

Requires strong planning and supervisory skills and experience; strong writing skills, and the ability to coordinate and maintain an effective working relationship with other departments, agencies and the public.

American Institute of Certified Planners (AICP) certification required.

Valid driver's license for South Carolina. Must have safe driving record.

Must have extensive knowledge of the principles and practices of government and administrative policies including personnel, governmental financing, and budget planning.

Knowledge of governmental auditing procedures.

Excellent communications skills, both oral and written.

Mainframe systems and advanced personal computer experience including Word and Excel.

Skilled in the operation of all basic office equipment, including fax machines.

Must have the ability to deal with the public to include handling potential difficult customers and volatile situations.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Deputy Supervisor of General Services. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 8:00 a.m. until 5:00 p.m. with the ability to work flexible hours after 5:00 p.m. when necessary. Must be able to attend evening meetings as requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during special events or emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Planning and Zoning Director – Grade C45

Entry Level Bi-Weekly Pay Range: \$2811.35 - \$3233.06

Date of Posting: 07/30/2015

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.